



Chairperson Recruitment Pack



Welcome

Thank you so much for your interest in becoming the Chairperson of Mummy's Star. The work of our Board of Trustees is vital, providing invaluable leadership to direct and support all that we do. The Chair of the Trustees provides inclusive leadership, a visible face to the organisation and ensures the Board fulfils its duties. Our vision is for no mother/birthing person to feel alone following a cancer diagnosis in or around pregnancy and to ensure they can make informed choices about their cancer treatment and pregnancy care.

As we approach our 10th year, it is exciting time to join Mummy's Star as the Chairperson. We have broadened the conversation about cancer and pregnancy nationwide, and internationally too despite our small stature. We now must sustain what we have built and help take the charity to that next level where we can elevate the voices of those we support, so that their needs are not only understood, but are also prioritised and used to inform policy and planning.

We are the only specialist charity in the UK and Ireland focussed solely on this unique set of circumstances and so this role provides a rare opportunity to make a significant difference.

About Us

Mummy's Star was established 9 years ago in memory of Mair Wallroth.

Following her diagnosis of breast cancer in pregnancy, Mair and her family struggled to find the information and tailored support they needed to help navigate cancer treatment during pregnancy and the emotional challenges they faced, balancing all this with a new-born baby and toddler.

Mummy's Star was set up to ensure no other mother/birthing person diagnosed with cancer in pregnancy or postnatally should feel isolated or without choices.

Cancer and Pregnancy

Cancer diagnosis during pregnancy/postnatally is widely considered rare and occurs in approximately 1 in every 1000 pregnant women (Public Health England 2018). When balanced against birth rates in the last 10 years, this equates to approximately 2 women a day receiving a diagnosis of cancer in pregnancy/postnatally.

However, with birth trends changing and family planning moving into later age brackets, we see an ever-increasing overlap into higher cancer risk categories.

What we do

The Charity focusses its work on seven main areas:

Care

Offering personalised one to one support for every mother/birthing person through video calls, emails, texts, and face to face meetings by trained Information and Support Workers.

Online Peer Support

Facilitating online forums for mothers/birthing people where they feel safe to ask questions, share their anxieties and offer 'peer to peer' support to one another. These forums are carefully monitored by our Support Team and the forums also help them identify mothers/birthing people who may need additional support.

Information

Providing a 'one stop shop' for advice and information about a cancer diagnosis in and around pregnancy, including signposting to other organisations and local services who can also help.

Advocacy

Advocating on behalf of mothers/birthing people to ensure informed choice throughout pregnancy, birth and postnatally. This may include working directly with their healthcare professionals, sourcing further family support by working with other organisations benefits advice through to employment rights advice.

Education and Awareness

Delivering a bespoke cancer and pregnancy Education and Training Programme to healthcare professionals to expand on and compliment current training and curriculum provision.

Grant

Managing a Small Grants Programme to help families pay for unexpected costs that arise after their cancer diagnosis. Grants are issued to pay for things such as hospital travel expenses, lightweight baby equipment for after surgery or iPads so mother/birthing people in hospital can keep in touch with their children. In the case of a terminal diagnosis, we also support memory making activities or a family holiday.

Bereavement Support

When a mother/birthing person sadly dies, the CEO continues to support the surviving partner, through the widowers' networks and can arrange counselling for the children.

Our Mission & Values

Cancer Support in and around Pregnancy, Birth, Loss and Beyond

Mummy's Star aims to reduce isolation, support informed choice for all and raise awareness of the emotional, practical, and financial challenges of being diagnosed and treated for cancer in pregnancy or within 12 months after having a baby.

Mummy's Star is built on the ethos of FAMILY and our values reflect this whether this be in reference to the families we support, our team, our Trustees, or the organisation. By adopting these values in our work and the way we support mothers/birthing people, we will always remain TRUE to our mission:

Trust is built so that what is shared is safeguarded and all that is person focused

Respect the person, what is being shared and what their challenges are

Understand we will listen and hear what is being said to better understand the person

Evolve with the person along their experience be the outcome positive or negative

Key Objectives/Future Strategy

As Mummy's Star looks forward into its 10th year and beyond, much of the work will be around increasing the number of mothers/birthing people the Charity can support while ensuring it can continue to provide quality, personalised support in a sensitive way.

The strategy was largely emergent during the initial years; however, the Charity is now embarking on a more strategic approach with the following aims:

- To continue to support mothers/birthing people through our support services
- To continue to offer mothers/birthing people 'peer to peer' support through private, online forums.
- To continue to support mothers/birthing people needing financial assistance with our small grants programme.
- To ensure mothers/birthing people receive consistent and accurate advice regarding cancer treatment and care options in pregnancy regardless of where they are based in the UK and Ireland.
- To continue to raise awareness about cancer and pregnancy with healthcare professionals through an ambitious Training and Education Programme
- To create and manage a volunteer structure and corresponding policy
- To commission and fund research into aspects of cancer and pregnancy.

Specific goals for the next four years are set out in section 5 and were the result of a recent Business Planning session carried out by the Board of Trustees.

Individualised, consistent and sensitive support, including face-to-face meetings where possible, is a key priority for Mummy's Star. A structure will be put in place to maintain this personalised approach as the Charity continues to grow. The plan sets out in detail how this strategy can be achieved with backing from present and future partners and self-generated/fundraised income.

The role of our Trustees

Our Trustees make an invaluable contribution to the charity and ensure we have strong and effective governance. To achieve our vision, we must continue to develop and our Trustees support and challenge this growth.

We are now seeking to strengthen the Board so it can continue to guide the Charity over the coming years.

We are looking for a Chairperson who is excited by our vision, has the passion to help increase awareness about cancer and pregnancy across the UK and Ireland and ensure mothers/birthing people have access to the support and information they need, when they need it.

The main purpose of our Trustees

Our Trustees are volunteers with a specific legal responsibility to:

- Ensure our aims and objectives are being met
- Act in the best interest of the charity
- Manage responsibility what we have (such as our people and our money)
- Act with reasonable care and skill

You can find more information from the [Charity Commission](#).

Chairperson commitments:

The Board holds:

- Bimonthly full board meetings (normally from 12-2pm)
- Bimonthly governance meetings (normally from 12-1pm)
- Annual planning away day/overnight

In addition, the Chairperson can also expect the following additional time commitments:

- A bimonthly meeting with the CEO
- A bimonthly meeting with the CEO and Treasurer
- Preparation for meetings.
- Any learning necessary for the role.

The timings of these meetings are largely flexible.

Location

Board meetings are currently held through video conferencing, but it is hoped that some face-to-face meetings will resume in 2022/23. Prior to Covid, meetings were held in Manchester City Centre.

Virtual meetings are likely to be the basis of most non-Board meetings and hybrid meetings are always an option to ensure maximum attendance.

The Chairperson can be based anywhere in the UK.

Benefits of becoming the Chairperson of Mummy's Star

- The opportunity to help shape care and support for mothers/birthing people after they receive a cancer diagnosis in and around their pregnancy
- The prospect of building and developing new skills
- Opportunity to shape the direction and work of the charity and impact the cancer and pregnancy agenda on a national level.

- A sense of excitement joining Mummy's Star as we start our next 10 years
- An opportunity to use your skills and experience to the benefit of the charity.
- Gain insight into how a charity, and its governance, runs
- The ability to create new opportunities for the charity using your skills, connections, and experiences
- Being a core part of a team doing something unique

Being a Trustee is a voluntary role, therefore unpaid, but reasonable expenses including for travel are reimbursed.

You will receive a full induction from Mummy's Star including time with the team to fully understand how we work on a day to day. Where there is a training need, we will ensure you have access to relevant courses and in house learning. You'll need to commit time and energy to attend these, building up your knowledge so that you feel confident in the role. This often takes longer than you think, but we understand that – all our Trustees were new once too



Chairperson Specification

- Knowledge and ability to carry out the core responsibilities of a Trustee
- Ability to think strategically
- Ability to think long term to contribute to our 5-year strategy
- Able to act as an ambassador for the charity, promoting our work and creating opportunities for our development
- Ability to comment, challenge or question in a way that is constructive and supportive
- Ability to attend meetings and commit to occasional external functions

Personal Qualities

- Demonstrate a strong, visible passion and commitment to the work of Mummy's Star
- Personal gravitas to lead a national charity through a period of growth and change.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be used for the benefit of the Charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attendance at events out of office hours.

Experience

- Experience of operating at senior level, or leading, complex, or large organisations.
- Experience of chairing meetings and events.
- Experience of setting and driving strategy with a focus on delivery of vision and mission.
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Knowledge and Skills

- Strong leadership skills
- ability to motivate staff, volunteers and bring people together
- A broad understanding of the importance of risk management and governance
- Business or commercial acumen gained in any sector
- A good understanding of, if not experience of, fundraising and its importance.

Strategic Leadership

- Provide leadership to the Charity and its Board, ensuring the Charity has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
- Ensure that the Board can regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.

Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity.

- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Oversight of the skills, knowledge and experience needed to govern and lead the charity effectively.
- Ensure the diversity of the Board is as reflective of the community we aim to serve, embedding a culture which recognises the strengths which a diverse Board of Trustees brings to the effectiveness and relevance of Mummy's Star.

External Relations

- Act as an ambassador for the Charity with a range of stakeholders including high-net-worth individuals and for other forms of fundraising.
- Represent the Charity at external functions, meetings and events supported by a member of the executive team.

Efficiency and Effectiveness

Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality, promoting an inclusive approach and objectivity to the decision-making process.

- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity (including appropriate identification, and management, of conflicts of interest) and that the Board takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with, and between, Trustees.
- Work closely with the CEO to give direction to Board policymaking and ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.

Relationship with the CEO and the Wider Team

- Establish and build a strong, effective, and constructive working relationship with the CEO, ensuring they are held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Develop and maintain an open and supportive relationship within which everyone can speak openly about concerns and challenges.
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Trustees.
- Ensure that the Chief Executive has the opportunity for necessary professional development and appropriate external support

Restrictions

- Over 18
- Not bankrupt
- Subject to satisfactory references
- Not excluded by Companies House or Charity Commission
- Conflicts of interest that would be so significant as to undermine the role in general.
- E.g., was a member of a group that discriminated against people based on gender or ethnicity

